

# Scholastic Evaluation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a scholastic evaluation for [Student's Name], who is currently enrolled in [Grade/Class] at [School/Institution Name]. As part of [his/her/their] educational assessment and planning, we believe a comprehensive evaluation will provide valuable insights into [his/her/their] academic progress and needs.

[Briefly explain the reason for the evaluation request, any pertinent details about the student, and areas of concern.]

We kindly ask if you could initiate the evaluation process at your earliest convenience. Please let us know if there are any forms or additional information you require from us.

Thank you for your attention to this matter. We are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Relationship to Student]

[Your Contact Information]